

NEVADA DEPARTMENT OF AGRICULTURE
WORK PERFORMANCE STANDARDS
POLICY #AG-1-HR-8

PURPOSE:

This policy establishes procedures for the initial development, ongoing review, and updating of Work Performance Standards for each classified position in the department.

POLICY:

It shall be the policy of the Department of Agriculture to develop and maintain accurate Work Performance Standards for each employee's position pursuant to Nevada Revised Statutes (NRS) 284.335. These standards will accurately reflect the job elements and performance standard expected in each position and will be used to evaluate each employee's work performance and personal development.

SCOPE:

This policy and the procedures contained within shall apply to all classified positions in the Department.

REFERENCES:

Nevada Revised Statutes (NRS) 284.335 and Nevada Administrative Code (NAC) 284.468 and State Administrative Manual (SAM) 1702.

FORM:

As currently provided by the Division of Human Resource Management (DHRM).

RESPONSIBILITY:

1. Agency Human Resource Services (AHRS) shall be responsible for:
 - a. Providing assistance to supervisors and employees in the interpretation and explanation of this policy and NAC 284.468.
 - b. Maintaining the most recent Work Performance Standards in the employee's personnel file.
2. Each Division Administrator shall be responsible for:
 - a. Ensuring accurate Work Performance Standards are completed for each classified position within their respective Division; and
 - b. Ensuring all supervisors in their Division have completed the mandatory state training in the development of work performance standards and employee appraisal. This training must be completed prior to the supervisor developing work performance standards on any position.

3. Each Supervisor (including Division Administrators) shall be responsible for:
 - a. Attending the mandatory state supervisory training for Development of Work Performance Standards, prior to developing Work Performance Standards;
 - b. Development, ongoing review, and revision of Work Performance Standards that accurately reflect the job elements and performance standard expected of all classified positions under their direct supervision;
 - c. Initially reviewing work performance standards with each new employee to ensure the employee understands what is required to achieve satisfactory performance.
4. Employees are responsible for:
 - a. Reviewing their tasks and, when necessary, contributing to the updating and revision of their Work Performance Standards with their supervisors;
 - b. Advising their supervisors of changes in duties or responsibilities when they occur due to changing technology or processes.
5. All Work Performance Standards shall be approved by the Appointing Authority prior to implementation.

PROCEDURES:

1. **New, probationary and trial employees:** Work Performance Standards (Form NPD-14) will be established within 30 days of the employee reporting for their new assignment. Supervisors are encouraged to make candidates aware of the Work Performance Standards as part of the hiring interview.
2. **Permanent status employees:** Work Performance Standards (Form NPD-14) for each position shall be reviewed with each employee annually by supervisors. Any significant changes in assignments or standards require development and submittal of new Work Performance Standards.
 - a. Employees and supervisors will mutually participate in the revision of existing standards, when needed. The supervisor has the primary responsibility and authority for establishing Work Performance Standards for positions they supervise.
 - b. All revisions or modifications of Work Performance Standards shall be approved by the Appointing Authority prior to implementation.
 - c. Completed Work Performance Standards must be signed by the employee, the employee's direct supervisor, the Division Administrator and the Director, to confirm acknowledgement, acceptance and understanding.
 - d. Completed Work Performance Standards (with all required signatures)

will be forwarded to AHRS for the employee's file.

- e. Distribution is as follows:
 - i. Original to AHRS
 - ii. One copy to employee
 - iii. One copy to supervisor

Use of Work Performance Standards in the Classification of Positions: Work Performance Standards will be used as a reference guide for classification review of a position and, therefore, it is important that the employee's Work Performance Standards accurately reflect the most current duties and responsibilities assigned and the date the Work Performance Standards were revised to change those duties. The employee's personnel file must contain a copy of the employee's original Work Performance Standards to be used for comparison purposes in the case of significant change; as a reference guide in completion of a Specificity of Charges (NPD-41) or the Employee Appraisal and Development (NPD-15); and may be used as evidence in a personnel hearing.

DIRECTOR'S POLICY AUTHORIZATION:



Jim R. Barbee, Director

3/28/13

Date

APPROVED BY THE BOARD OF AGRICULTURE ON March 26, 2013.
Effective Date

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).